

1. Thank You Email

From: jayv16121@gmail.com

To: hr.recruitment@techsolutions.com

Subject: Appreciation for Your Support on My Project

Dear Mr. Khan,

Thank you so much for helping me with my project. I really appreciate your time and support.

Best regards,

Jay Vaghela

2. Letter of Apology

From: jayv16121@gmail.com

To: riya.patel@innovatech.com

Subject: Apology for the Mistake in the Report

Dear Ms. Patel,

I'm really sorry for the mistake I made in the report. It was not intentional, and I'll make sure it doesn't happen again.

Sorry for the trouble caused.

Sincerely,

Jay Vaghela

3. Reminder Email

From: jayv16121@gmail.com

To: sharma@techsolution.com

Subject: Reminder About Tomorrow's Meeting

Dear Mr. Sharma,

Just a quick reminder about our meeting tomorrow at 10 AM. Please let me know if the time still works for you.

Thank you!

Jay Vaghela

4. Quotation Email

From: jayv16121@gmail.com

To: neerdesai@gmail.com

Subject: Quotation for Cement Supply

Dear Mr. Desai,
Please find below the quotation for your cement order:

- Cement Type: OPC 53 Grade
- Quantity: 100 bags
- Price: ₹390 per bag

Let me know if you'd like to confirm the order.

Best regards,
Jay Vaghela

5. Email of Inquiry

From: jayv16121@gmail.com

To: patel@infotech.com

Subject: Inquiry About Your Steel Products

Dear Mr. Patel,
I would like to know more about your steel products. Could you please send me the price list and available sizes?

Thank you for your help.

Sincerely,
Jay Vaghela